

Project Coordinator

Department: Research Team

Term: Fixed-term contract until July 31, 2024

Hiring Range: \$55,000 - \$65,000 annual salary

Benefits: Extensive benefit package inclusive of health, dental, RRSP matching, and paid personal days. Hybrid working options available for team members to work up to 3 days per week from home.

Background

The [Schlegel-UW Research Institute for Aging](#) (RIA) is a charitable non-profit organization that partners with the University of Waterloo, Conestoga College, and Schlegel Villages to enhance care and quality of life for older adults. Through engagement with key partners and collaborators, RIA supports practice-relevant research and knowledge mobilization. Research evidence is used to inform programs, education and training, and influence practice and policy.

Primary Purpose

The Project Coordinator supports the coordination and implementation of research, evaluation and knowledge mobilization activities. Support will include project tracking, managing project files, and supporting evaluation activities.

The role will support RIA's vision, mission, and values as well as have an interest and passion for enhancing quality of life and care for older adults and team members working in senior living.

Key Accountabilities

- 1. Evaluation Support:** Provide support and coordination of evaluation activities in alignment with the program mandates. This role is responsible for supporting the coordination, collection and analysis of the evaluations as it relates to project goals and reporting.
- 2. Research Support:** Work closely with the team to support the implementation of research and knowledge mobilization activities including project tracking, data collection, maintaining project files and databases, proofreading materials, meeting support (scheduling, material preparation and minute taking), data entry, managing research material inventory, and supporting the coordination of translation and mailouts.
- 3. Teamwork and Consultation:** Pro-actively and regularly communicate with supervisor and project team regarding assigned work, including communicating obstacles and challenges as they arise. Consult with team members about their needs and liaise between team members and supervisor. Actively participate in team and organization-wide meetings virtually and in-person.

4. **Communication:** Ability to apply strong writing and verbal communication skills to interact and communicate with team members, residents and their family members, and external partners.
5. **Event and Meeting Support:** This role is responsible for scheduling, delivering and evaluating in-person and virtual events/presentations, including material preparation and catering organization. Meeting support will also include material preparation and minute taking.
6. **Other:** Take on additional tasks, activities and special projects, as they arise.

Position Requirements

Education:

Post-secondary diploma or degree in a related field or discipline.

Skills and Experience:

- A minimum of 3 years of experience in project and research or evaluation coordination.
- Experience engaging with various partners including researchers, clinicians and people with lived experience, specifically older adults and their care partners.
- Experience using various systems/technologies (CRMs, databases, and other platforms) to complete work.
- Understanding of knowledge mobilization theories and best practices, and have experience developing and disseminating knowledge mobilization resources, tools and products.
- Ability to work in a collaborative team environment.
- Ability to adapt to change and manage competing priorities.
- Self-starter with a proactive attitude who can anticipate needs with strong organizational skills.
- Experience and fluency using Microsoft and Google Workspace products.
- Fluent in English. Fluency in French is an asset but not required.
- Must have a valid driver's license and be available for occasional travel.
- Eligible to obtain a police background/criminal record check.

Scope of Work:

- **Interpersonal Skills:** Communicates effectively with internal team members and external partners; professionally represents the RIA in all communications and at events.
- **Level of Responsibility:** Responsible for ensuring the effective and efficient implementation of the project in alignment with the goals and objectives.
- **Decision-Making Authority:** Accountable to make operational decisions for the day-to-day operations of the project with support from the supervisor.
- **Physical and Sensory Demands:** Minimal demands, typical of a position operating within an office environment; periods of extensive sitting at a desk and in meetings and concentrated use of visual senses; substantial repetitive keyboard/mouse movement; high sensory demands because of required concentration and attentiveness to detail and regular distractions and interruptions.
- **Working Environment:** Much of the time is spent sitting in a comfortable position with frequent opportunities to move about. Office is located in a comfortable indoor area and options for hybrid work are available for this position. The work is varied and assignments may change frequently. Work will involve regular interaction with RIA team members and external partners and collaborators. There are deadline pressures, while at the same time there is a demand for thoroughness and accuracy. Occasional travel is required.

Vaccination Statement

All researchers, employees and students of the RIA who will work with long-term care homes, colleges, universities and other partners are required to comply with the vaccination policies of those external organizations to complete their work. Of note, vaccination policies are subject to change. The requirement to comply with those evolving policies does not change.

Equity Statement

The RIA is committed to equity, diversity and inclusion within its community and organization. We strongly welcome and encourage applications from Indigenous Peoples, racialized groups, women, 2SLGBTQI+ people, persons with disabilities and people from other equity-deserving groups.

The RIA is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA) within our recruitment process. If you require accommodation at any time throughout the recruitment process, please let us know.

How to Apply

RIA invites applications (cover letter and resume) to be submitted by email to applications@the-ria.ca. Please include the job title in the subject line of the email.